



BOARD OF BARBERING AND COSMETOLOGY

Establishment Instructions And Establishment Application



www.dca.ca.gov/barber

GENERAL INFORMATION	APPLICATION INFORMATION	APPLICATION INFORMATION (cont.)
<p>Administrative Office 400 "R" Street, Suite 5100 Sacramento, CA 95814-6237</p> <p>Mailing Address P.O. Box 944226 Sacramento, CA 94244-2260</p> <p>Web Site Address www.dca.ca.gov/barber</p> <p>Administrative Office Hours 8:00 am to 5:00 pm Monday - Friday Closed on all State and Federal Holidays</p> <p>Phone Numbers <i>Department of Consumer Affairs, Consumer Information Center:</i> 1(800) 952-5210 (916) 445-7061 <i>Administration:</i> (916) 327-6250 fax: (916) 445-8893 <i>Applications:</i> (916) 323-9020 fax: (916) 445-7005 <i>Cashiering:</i> (916) 445-6976 <i>Enforcement:</i> (916) 445-0713 fax: (916) 323-5037 <i>Establishments:</i> (916) 445-7813 fax: (916) 323-5037 <i>Inspections:</i> (916) 445-7062 fax: (916) 445-8893 <i>License Renewals:</i> (916) 445-0916 fax: (916) 323-5037</p> <p>Make all checks and money orders payable to: Board of Barbering and Cosmetology</p>	<p>Application for Establishment License Please type or print legibly in ink.</p> <p>In the spaces provided, provide the establishment's name, telephone number including area code, and complete address.</p> <p>Section 2 of the <i>Application for Establishment License</i> provides you with a variety of ownership categories. Complete ONLY the section that applies to the type of ownership established for your business.</p> <ul style="list-style-type: none"> • Individual License: One person will control all ownership liabilities, requirements, and responsibilities of the establishment. If this category applies to you, provide your name and Social Security Number in the appropriate sections. • Sole Proprietorship: A married couple will share all ownership liabilities, requirements, and responsibilities of the establishment. If this category applies to you, each person is to provide their name and Social Security Number in the appropriate sections. • Partnership: A number of individuals will share all ownership liabilities, requirements, and responsibilities of the establishment. If this category applies, each person is to provide his/her name in the appropriate sections, along with the partnership's Federal Employer Identification Number (F.E.I.N.). • Corporation: A corporation registered with the State of California, Secretary of State will be responsible for all liabilities and requirements of the establishment. The name of the corporation, along with all officers names and titles, as well as the corporation's tax identification number, must be entered in the appropriate sections. <p style="text-align: center;">IF YOU ARE OPERATING YOUR BUSINESS AS A PARTNERSHIP AND DO NOT HAVE A FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN) YOU MUST CONTACT THE INTERNAL REVENUE SERVICE (IRS) AT 1-800-TAX-FORM (829-3676) AND REQUEST AN APPLICATION, FORM #SS-4. IN ADDITION, IT MAY BE BENEFICIAL TO REQUEST AN IRS INFORMATION BROCHURE.</p>	<p>Social Security Number/FEIN Requirements <i>Disclosure of your Social Security Number (SSN) or Federal Employer Identification Number (FEIN), if you are a partnership, is mandatory, corporations are exempt. Section 30 of the Business and Professions Code and Public Law 94-455 (42 USCA Section 405(c)(2)(C)) authorize collection of your SSN. Your SSN or FEIN will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with Section 11350.6 of the Welfare and Institutions Code, or for verification of licensure or examination status by a licensing or examination entity which utilizes a national examination and where licensure is reciprocal with the requesting state. If you fail to disclose your social security number or your FEIN, your application for initial or renewal license will not be processed AND you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.</i></p> <p>Answer questions 3, 4, and 5. If you (or any of your partners) answered YES to any of these questions, please provide the required information in Section 8 of the <i>Application for Establishment License</i> (attach a separate sheet of paper to the application, if necessary).</p> <p>In Section 6, please provide an alternate address and telephone number of the owner, principal partner, or corporate officer who will receive correspondence from the Board of Barbering and Cosmetology. <i>This cannot be the business address unless the business address is located in the residence.</i></p> <p>The following signatures are required to complete this application:</p> <ul style="list-style-type: none"> • if an individual ownership: The Owner • if a sole proprietorship: The Husband & Wife • if a partnership: ALL Partners • if a corporation: The President or Treasurer of the Corporation <p>Please sign and date your application.</p> <p>An application and license fee of \$50.00 (fifty dollars) must accompany this application. Send a check or money order to the Board. DO NOT SEND CASH</p> <p style="text-align: center;">Processing time for the <i>Application for Establishment License</i> is between 6 to 8 weeks.</p>

APPLICATION FOR ESTABLISHMENT LICENSE CHECKLIST

What you need to do to successfully submit an *Application for Establishment License* to the Board for approval:

- ✓ Complete, sign, and date the *Application for Establishment License*.
- ✓ Fill out the correct ownership section that applies to you.
- ✓ Make sure you have entered your F.E.I.N. and/or Social Security Number or tax identification number in the necessary sections of your application.
- ✓ Before your barber shop/salon is issued an establishment license, make sure that all establishment facility requirements pursuant to Sections 7346 through 7353 of the Business and Professions Code and Sections 978 through 995 of the Rules and Regulations are met and will pass inspection by the Board of Barbering and Cosmetology.
- ✓ Write a check or money order (do not send cash) for the license fee.
- ✓ Finally, mail your application, fee, and any other necessary forms to the:

**Board of Barbering and Cosmetology
P.O. Box 944226
Sacramento, CA 94244-2260
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APPLICATION INFORMATION (cont.)	ESTABLISHMEN T REQUIREMENTS (cont.)	ESTABLISHMEN T INFORMATION
<p>Limited Liability Companies Pursuant to State law, the Board of Barbering and Cosmetology does not have legal authority to issue establishment licenses to Limited Liability Companies (LLC). Until such time as new legislation is adopted, the issuance of an establishment license to LLCs by this Board is prohibited. Please contact the Board if you have any additional questions or concerns regarding Limited Liability Companies.</p> <p>ESTABLISHMENT REQUIREMENTS</p> <p>Salon/Barber Shop Requirements Before an establishment may open for business, the following facility requirements must be met to ensure that customer and employee health and safety standards, as well as statutes mentioned in the Barbering and Cosmetology Act and the Board's Rules and Regulations, are met.</p> <p>The following facility requirements must be met before an establishment may open:</p> <ul style="list-style-type: none"> • Water supply: at least one sink with hot and cold running water shall be provided in each work area or workroom. (995b) • Drinking water: drinking water shall be available to patrons and employees. Individual paper cups shall be provided or a sanitary drinking fountain installed. (995c) • Hand washing facilities: every establishment shall provide adequate and convenient hand washing facilities, including running water, soap and approved sanitary towels. (7352) • Toilet facilities: every establishment shall provide at least one public toilet room, located on or near the premises, for its patrons. Any toilet room installed on or after July 1, 1992, shall be not less than 18 square feet in area. The entrance to the room shall be effectively screened so that 	<p>no toilet compartment is visible from any workroom. The room shall be kept in a clean condition and in good repair, well lighted and ventilated to the outside air, and effectively screened against insects and free from rodents. The floor shall be of concrete, tile laid in cement, vitrified brick, or other nonabsorbent material. All sewer drains shall be connected to an approved disposal system, and shall be properly trapped. No restroom shall be used for storage. (7351)</p> <ul style="list-style-type: none"> • An establishment shall have a direct entrance, separate and distinct from any entrance in connection with private quarters.(7350) • At least one covered waste receptacle for the disposal of hair.(978a) • Closed receptacles to hold all soiled towels, gowns and sheets in public areas. (978) • Closed cabinets to hold all clean towels. • Container(s) for disinfectant for instruments and equipment to be disinfected.(978) • Cleanliness and Repair: Floors, walls, woodwork, ceilings, furniture, furnishings and fixtures shall be kept clean and in good repair.(994) <p>Requirements for a Home Salon (7350)</p> <ul style="list-style-type: none"> • An establishment shall have a direct entrance, separate and distinct from any entrance in connection with private quarters. • No person having charge of an establishment, whether as an owner or an employee, shall permit any room or part thereof in which any occupation regulated under this chapter is conducted or practiced to be used for residential purposes or for any other purpose that would tend to make the room unsanitary, unhealthy, or unsafe, or endanger the health and safety of the consuming public. 	<p>NOTE: Check with the city or county in your area to be sure your business can be located in a residential area.</p> <p>Please refer to Sections 7346 through 7353 of the Barbering and Cosmetology Act and Sections 978 through 995 of the Rules and Regulations for complete and specific facility requirements for establishments.</p> <p>Inspection of Your Establishment Within 90 days after issuance of the establishment license, you may be inspected for compliance with all applicable requirements. (7353)</p> <p>To assure compliance with the laws and regulations governing the operation of establishments, the Board's authorized representatives shall have access to the premises of any establishment, at any time that the practice of barbering, cosmetology or electrology is being conducted.(7313a)</p> <p>Refusal to permit, or interference with, an inspection constitutes a cause for disciplinary action. [7404(l)]</p> <p>Services Performed Outside of a Licensed Establishment The Barbering and Cosmetology Act does allow the practice of barbering or cosmetology outside of a licensed establishment when provided to persons who are ill or otherwise physically incapacitated, as long as the services are performed by a licensee obtained for the purpose from a licensed establishment (7318).</p> <p>An itinerary of your services performed should be kept at the establishment from which you work. This will not only serve as proof that you are practicing in accordance with Section 7318, but will allow the Board the opportunity to inspect your services just as it does the services of licensees in fixed-location establishments. You must meet and follow all applicable health and safety regulations while performing services for the incapacitated. You must also take your license with you on all jobs.</p>



IMPORTANT: SIGNATURE(S) ARE REQUIRED ON THE BACK OF THIS FORM!

